# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System (MEIS)*

# School Infrastructure Database (SID)

# Application User's Guide

# End-of-Year 2007 Submission

Questions?
Contact: 517-335-0505
e-mail: CEPI@michigan.gov

# Table of Contents

# Introduction

This guide is intended for all users of the School Infrastructure Database (SID). The SID Data Field Descriptions and any addenda posted to the SID Web page should be used with this User's Guide.  This guide explains the process of using the SID Application, as well as how to properly enter and submit data via the SID Online Application.

# General Information

### What data are entered into the SID?

Data submitted by school districts via the School Infrastructure Database include information about safety practices and incidences of crime in public schools, Title I Schoolwide Programs, Dual Enrollment and Alternative Education Services.

### When is the SID due?
Your district's SID submission is due to CEPI by June 30; however, the SID will remain open through 11:59 p.m. on July 2, 2007, as June 30 falls on a weekend.

# Application Startup and Security

### Authorized User – Your MEIS Account

The SID Application is available to authorized users only. To become a SID authorized user, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS Web site at https://cepi.state.mi.us/MEIS. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the Department of Information Technology (DIT) Client Service Center, at 517-335-0505 or Help-Desk@michigan.gov.

## Create your MEIS Account

To create your MEIS account number and password, go to the MEIS Web site at:
https://cepi.state.mi.us/MEISPublic.

## The following screen will appear:



Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

## Need help with your MEIS Account or Password?

### MEIS Account or Password

If you have any problems with your MEIS account or password while you are using the SID on the MEIS system, please contact the DIT Client Service Center, at (517) 335-0505 or via e-mail at Help-Desk@michigan.gov.

### Updating an MEIS Account E-mail Address or Phone Number

It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application.  Therefore, it is imperative for all MEIS users to keep their e-mail addresses current in their MEIS accounts.  Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. If an update is necessary for an authorized user's e-mail address or phone number, please do the following:

> Update an MEIS account at https://cepi.state.mi.us/MEIS.
> > a.  Click on the MEIS logo.
> > b.  Log in as an MEIS user.
> > c.  Click on "Edit Personal Information."

        d.   Click on "Save Changes" to update your account.
        e.   Click on "Return to the MEIS User Management Main Menu."
        f.   Log out of MEIS.

### Security Agreement

After you have established your MEIS account, the next step is to download the SID Security Agreement from either the MEIS Web site at www.michigan.gov/meis, or from the MEIS Data Services page on the CEPI Web site, at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, **Submit SID Data to CEPI**. After you have security access to the SID, you are ready to begin.

**Note:** A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

## Submit SID Data to CEPI

- SID Security Agreement
- SID Application

> Click here on the Web site to obtain a copy of the SID Security Agreement.

# SID Content Information

For questions regarding SID content, please e-mail CEPI@michigan.gov or call the customer support staff at 517-335-0505. A help ticket will be created for you so that the appropriate person can answer your question.

### Detailed Information about the SID

For detailed information about the SID, please visit the CEPI Web site at www.michigan.gov/CEPI. Click on "MEIS Data Services," and then click on "School Infrastructure Database." Refer to the items listed under SID Help.

SID Help
- EOY 2007 SID Worksheet
- About Pop-up Blockers and Opening CEPI Applications
- SID EOY 2007 FAQs
- Dual Enrollment FAQs
- SID EOY 2007 User's Guide
- How to Join the SID Listserv
- Brower and System Suggestions

> SID Help

### SID Data Field Descriptions

A copy of the SID Data Field Descriptions may be obtained from the CEPI Web site at www.michigan.gov/CEPI. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The SID Data Field Descriptions can be found under the heading, **SID Data Manual**. Be sure to check the Web site for any addenda that may be posted through the submission period.

**SID Data Manual**

- EOY 2007 SID Data Field Descriptions [PDF]
- EOY 2007 SID Record Layout [PDF]

Be sure to print copies of each item listed under SID Data Manual.

# SID Online Application

## Accessing the SID Online Application

The SID may be accessed through the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." Click on "SID Application" under the heading, **Submit SID Data to CEPI**.

**Submit SID Data to CEPI**

- SID Security Agreement
- SID Application

Access the SID Application.

## Help at Your Fingertips

The SID Application has a new look. The application has been redesigned to align with e-Michigan standards for the state of Michigan Web applications. The functionality of the application is basically the same; however, the appearance of the Web pages has been updated to a more user-friendly view. Help aids are now available at your fingertips as you work through the application. Users will find hyperlinks to current versions of the SID FAQs, User's Guide, Data Field Descriptions, and any addenda that have been posted for the current submission.

## MEIS Login Screen

After you click on the SID Application, the following new screen will be displayed. Enter your MEIS login and password:

To enter your password into the login screen:

1. **Click** in the **Login** box.
2. **Type** your **Login Name**.
3. **Press** the **Tab** key to go to the **Password** box or put your cursor in the **Password box.**
4. **Type** your **password**.
5. **Click** on the **Login** button.

If you need more information, or if you have entered your name and password correctly and access is denied, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov.

## System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again. Be sure to click on "Save Data for this School/facility" after you enter data for each field. The following screen will appear when you are logged out of the SID Application because of inactivity for 20 minutes:

## Help Features

SID users may now access resource materials such as the "SID FAQs," "SID User's Guide," or the "Contact Help Desk" link on each Web page.  Click on the item you wish to view, and it will open in a separate window without logging you out of the application.

# SID Welcome Screen

The Welcome page in the SID contains general information about the SID data submission.  It also contains a list of the district(s) to which you have access for data submission purposes.  A separate security agreement is required for each district.  If you should have access to a district and it is missing from the list, submit a security agreement for the district in order to gain access. If schools/facilities are missing from the My School/Facilities list, verify that the School Code Master information is up-to-date for that district. The Welcome Screen contains a link to the security agreement form.



# The Red "x"(✗), the Green Check Mark (✔),
## and the Report Icon 📄

Each school/facility listed has a red "x" ( ✗ ) following the name of the school/facility.  The red "x" ( ✗ ) indicates that the submission is not complete.  After a field has been completed and saved, a green check mark ( ✔ ) will appear to the left of the field on the submission screen.  After all fields have been submitted

for a school/facility, a green check mark (✔) will appear next to the school/facility name on the Welcome screen. When all schools/facilities listed for your district have green check marks (✔), your district's submission is complete.  To review the data your district has submitted, click on the report icon 🗎 to the left of the school/facility's name.

As a reminder, data must be submitted for each field, even if there were no reportable incidents.  Some fields in the SID require a "Yes" or "No" response.  Some fields require a numeric response.  If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required.  Blank fields will be determined as "incomplete."

**The Red "X"(✖)**



The red "x" (✖) indicates that the field submission is not complete.

**The Green Check Mark (✔)**



The green check mark (✔) indicates that the field submission is complete.

**School/facility Submission Complete**



Click on report icon to review data submission.

The green check mark (✔) indicates that the school's submission is complete for all the fields in the SID.

The red "x" (✖) indicates that the school's submission is not complete for all fields in the SID.

When all the schools/facilities in your district have green check marks (✔), your submission is complete.

# Beginning your SID Submission

## Welcome Screen

Click on the school/facility or administrative unit on the Welcome to the School Infrastructure Database screen to view the submission screen.



Click on the school/facility name to open the submission screen.

## Verification of the School Code Master (SCM)

When a school/facility is selected from the district list, the School Code Master Verification page will appear. Please have your School Code Master authorized user verify that the School Code Master information is accurate and up to date. The data entry form will be displayed after you click on one of the three selections, as illustrated below.

During each submission cycle of the SID, each district will be reminded to verify that its School Code Master information is accurate and up to date. The SCM authorized user for your district should verify that the information about your district and schools/facilities is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the SID authorized user attempts to access each one of the district's schools/facilities in the SID Application each submission cycle:



After the authorized user for the district has completed the SCM verification, click on the appropriate selection.

If you have verified that all of your SCM data are correct for all schools/facilities in your district, you may check the box at the bottom of the screen, "Arrangements have been made to have my SCM data updated." After doing so, you will not see the School Code Master Verification page again for that school/facility.

# Administrative Unit - Sharing Space

If an administrative unit shares physical space with another school/facility, the district may report the administrative unit as such and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school/facility, click on the button shown. The administrative unit will then be marked with a green check mark as complete.



The following screen will appear when you click on "Mark as Shared":

The following screen will appear the next time the user clicks on the administrative unit:



## Shared Space Marked in Error

If the district marks the administrative unit as sharing space in error, simply click the button "School/facility does not share space."  The administrative unit will now be marked with a red "x" and the district will be required to submit data for the administrative unit.



Click here to unselect the shared space option for the administrative unit.

# "Logout" Before a School/Facility Submission is Complete

Before you exit a field, be sure to click "save" at the bottom of the submission screen before you click on "logout," so that all data entered will be saved.  If the user needs to end the submission session, simply click on the word  "logout" at the top or bottom of the submission screen.

# Submission Screen

The screen below will appear when you click on the school/facility or administrative unit name. All fields now appear on one screen. Districts may complete the submission one field at a time if desired. However, be sure to save your data before you exit the SID Application each time.

# Section One: Crime & Safety

### Field 1: School Safety Practice, Field 2: School Safety Plan, and Field 3: School Prevention Programs

When submitting Fields 1, 2, and 3, a "Yes" or "No" response is required for each item. You must respond with a "Yes" or "No" for each statement by selecting the appropriate radio button.

When all responses are completed for a field, you may continue to the next field or save your data. The **save** button appears at the bottom of the submission screen after Field 44: Students Who are Victims of Violent Criminal Offenses.

**Submit to Database**

Districts may submit data to the database after the completion of each field, if desired. As indicated previously, the "Save Data for this School/Facility" button appears after Field 44: Students Who are Victims of Violent Criminal Offenses.  If all sections of a given field are submitted, the field will be saved when the "Save Data for this School/Facility" button is clicked.  If the submission is incomplete, an error message will appear (see sample below).



Click the "Save Data for This School/Facility" bar to submit your data.
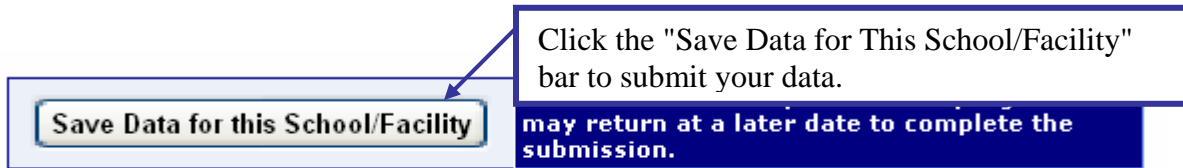
The following screen will appear if the submission is completed for the field:
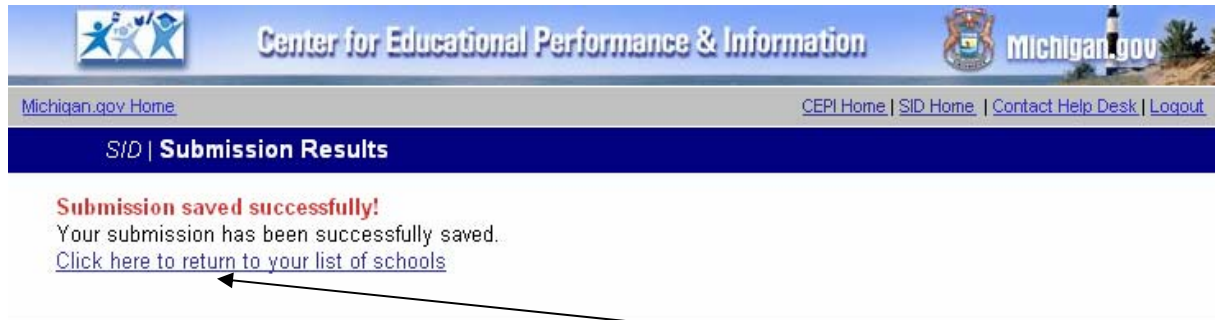


After you have saved the field submission, you may click on "**Click here to return to your list of schools**" to obtain access to a school/facility for further submission.

**Error Message for Incomplete Data Submission**

If the data submission is incomplete for a field, the following message will appear when the user clicks on the **save** button.  Click on "**Click here to return to form and correct the errors**," so that the field submission can be completed.  All data that were submitted will still appear on the submission screen.  After the data entry is completed, click on the "Save Data for this School/facility" bar again to submit the data to the database.
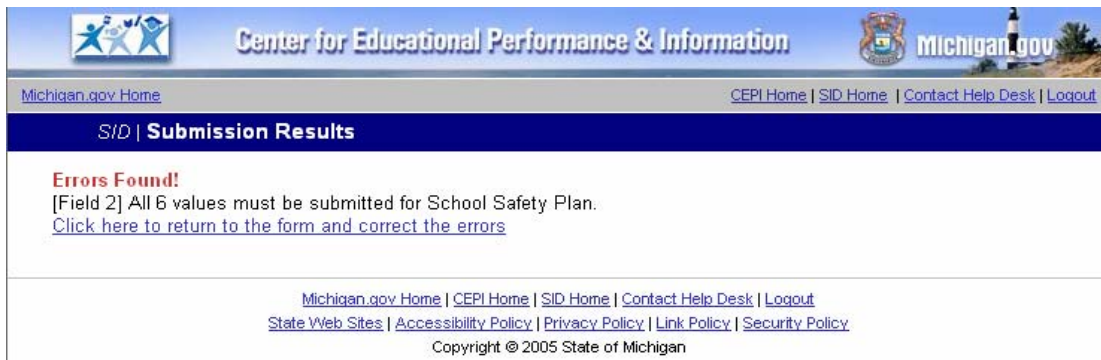
## Field 4: School Disciplinary Problems

Field 4 has been divided into three categories. Districts are to report the number of incidents in each category.

| ✗ Field 4: School Disciplinary Problems (Student Bullying) | |
|---|---|
| | Indicate the number of incidents over the past school year on school property or at a school-sponsored activity. |

| ✗ Field 4: School Disciplinary Problems (Truancy) | |
|---|---|
| | Indicate the number of incidents over the past school year on school property or at a school-sponsored activity. |

| ✗ Field 4: School Disciplinary Problems (Disciplinary Referrals) | |
|---|---|
| | Indicate the number of incidents over the past school year on school property or at a school-sponsored activity. |

**Definition:** Districts are to report the number of incidents for each category that occurred during the past school year on school property or at a school-sponsored activity.

Position

| 1 – 4 Student bullying | (NNNN) |
|---|---|
| 5 – 8 Truancy | (NNNN) |
| 9 – 12 Disciplinary referrals | (NNNN) |

**Bullying –** A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Bullying is chronic, occurs over time and involves an imbalance of power or strength between the bully(ies) and the victim. The victim, in a particular situation, has difficulty defending himself/herself. Aggressive behaviors include physical, verbal, and/or non-verbal. As a disclosure of bullying occurs, consider individual differences between age, grade level, gender, race, ethnicity, class, social status, religion, and past history. Earlier experiences may reveal that the offending student has been a previous victim and perceives aggressive behavior as a successful strategy. Bullying is learned and aimed at gaining material things and/or power. Bullying examples are listed below:

Indirect Bullying
- Getting another person to assault someone
- Spreading gossip and harmful rumors
- Encouraging others to reject or exclude someone from a group, activity, or a relationship
- Cyber-bullying

Direct Bullying
- Hitting, kicking, shoving, spitting
- Taunting, humiliation, name calling, intimidation, degrading comments, hurtful written communication
- Threatening, obscene gestures

**Truancy** – If a student is absent without an excuse by the parent/guardian, or if the student leaves school or a class without permission of the teacher or administrator in charge, it will be considered to be an unexcused absence, and the student shall be considered truant (absent without permission).

**Disciplinary Referrals** – Staff referrals that are made to the administrative office that result in an administrative sanction. Administrative sanctions include but are not limited to:

- In-school suspension
- Detention
- Suspension
- Expulsion
- Community service

### Field 5: Physical Assaults

The Comprehensive School Health and Safety Programs Unit of the Michigan Department of Education has clarified the definition in Field 5: Physical Violence/Assaults to include only those incidents reported to law enforcement.

**Definition:** Indicate the number of incidents reported to law enforcement over the past school year involving a pupil enrolled at school committing a physical assault on school property upon another pupil, or a person employed by or engaged as a volunteer or contractor by the school board. A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Laws (MCL).

Enter the number of incidents to be reported in the box located on the submission screen:

Enter number of incidents in the box located under the field name.

**Field 5: Physical Assaults**

1 — Indicate the number of incidents of physical assaults b... that were reported to law enforcement or that resulted in s... must have occurred over the past school year on school property, or at a school sponsored activity.

**NOTE: If a school/facility has no reportable incidents, report a value of zero when a numeric entry is required.**

### Fields 6 through 29

Enter the number of incidents in each field as illustrated above. Remember, each field must be completed for your district. If the school/facility has no reportable incidents, report zero. Be sure to use the "0" key and not a capital letter "O" when reporting your data.

Remember, to save your submission and submit your data to the database, you must click on the "Save" button found at the end of the submission screen.

Save Data for this School/Facility

Note: This will save your current progress. You may return at a later date to complete the submission.

Click here to save your submission.

# Section Two: Title I – Schoolwide Program

### Field 30: Title I Program and Field 31: Title I Instruction in Schoolwide Program

Fields 30 and 31 are submitted during the fall of each school year.  The Fall 2007 Title I Submission will occur during the month of October.

### Migrant Program

Each field in this section has a list for districts to indicate the level of participation.  Select an appropriate response for each school/facility.  Click on the appropriate radio button from the list to enter the data.  These fields are illustrated below:

### Field 32: Migrant Program



### Field 33: Migrant Project Types
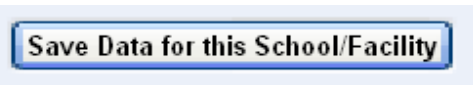
# Section Three: Dual Enrollment

This section of the SID requires data submission for dual enrollment.

### Fields 34 through 42

Each field in this section is numeric.  If there are no reportable data for a field, report zero ("0"). Blank fields will be determined as "incomplete," and will remain marked with red "X's". The following illustrates the format for these fields:

| Dual Enrollment | |
|---|---|
| ✔ **Field 34: Tuition and Fees** | |
| 0 | Record the amount of tuition and fees paid for by the district for eligible and participating students. An "eligible student" is a student enrolled in at least one high school class in grades 11 and 12 and is also enrolled in a postsecondary institution during the district's regular academic year. |
| ✔ **Field 35: 11th-Grade Eligible** | |
| 0 | Record the number of 11th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who has completed all the sections of the 11th-grade MEAP. |
| ✔ **Field 36: 11th-Grade Participants** | |
| 0 | Record the number of participating 11th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who is also enrolled in a postsecondary institution during the district's regular academic year. |
| ✔ **Field 37: 12th-Grade Eligible** | |
| 0 | Record the number of 12th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who has completed all the sections of the 11th-grade MEAP. |
| ✔ **Field 38: 12th-Grade Participants** | |
| 0 | Record the number of participating 12th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who is also enrolled in a postsecondary institution during the district's regular academic year. |
| ✔ **Field 39: Postsecondary Courses Paid** | |
| 0 | Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1). |
| ✔ **Field 40: Postsecondary Courses - Postsecondary Credit** | |
| 0 | Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted postsecondary credit. |
| ✔ **Field 41: Postsecondary Courses - High School Credit** | |
| 0 | Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted high school credit. |
| ✔ **Field 42: Courses Not Completed** | |
| 0 | Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that students did not complete. |

After the dual enrollment data are entered, click on [ Save Data for this School/Facility ] to submit the data to the database.

[ Save Data for this School/Facility ]  Note: This will save your current progress. You may return at a later date to complete the submission.

Cancel and Return to SID School/Facility List

# Section Four: Alternative Services for Suspended and Expelled Students; Students Who are Victims of Violent Criminal Offenses; Mercury Levels

### Field 43: Alternative Services – Suspended and Expelled Students

**Definition:** This field will indicate the level of acceptance for suspended and expelled students in alternative schools for the **upcoming 2006-2007 school year**. This field must be reported by all schools; however, only alternative schools should select from options 2, 3, 4, 5, 6, 7, or 8. All non-alternative schools should select option 1. For the bulk upload submission, use the code number as the option for data submission.

Code (for bulk upload)

| | |
|---|---|
| 1 | The school does not operate an alternative education program. |
| 2 | The school does not accept suspended or expelled students. |
| 3 | The school accepts suspended students from the home district only. |
| 4 | The school accepts expelled students from the home district only. |
| 5 | The school accepts suspended and expelled students from the home district only. |
| 6 | The school accepts suspended students from other school districts. |
| 7 | The school accepts expelled students from other school districts. |
| 8 | The school accepts expelled and suspended students from other school districts. |

As stated in MCL 380.1310 (2): "The office for safe schools in the department shall compile information on and catalog existing alternative education programs or schools/facilities and nonpublic schools that may be open to enrollment of individuals expelled under this section and pursuant to section 1311(2) or 1311a, and shall periodically distribute this information to school districts for distribution to expelled individuals."



### Field 44: Students Who Are Victims of Violent Criminal Offenses

**Definition**: Indicate the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored activity over the past school year. A student shall be considered to be a victim of a violent criminal offense when the student, or his or her parent or legal guardian has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

As used in the Michigan Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by the Revised School Code,

constitutes a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious aggravated injury under MCL 750.81a.

✓ **Field 44: Students Who Are Victims of Violent Criminal Offenses**

| 0 | Indicate the number of students who have been victims of violent criminal offenses on school property or at school-sponsored activities over the past school year. |

**Save Data for this School/Facility**  Note: This will save your current progress. You may return at a later date to complete the submission.

### Field 45: Mercury Levels

**Definition:** Indicate whether or not the school/facility is in compliance with the requirement that by December 31, 2004, all public and nonpublic schools do not purchase, store or use free flowing elemental mercury for any experiment, display or other purpose and do not purchase, store, or use an instructment that contains mercury, including, but not limited to, a thermometer, barometer, or sphygmomanometer or manometer containing mercury.  This field must be reported for each school/facility.  Indicate the appropriate response for each school/facility:

1 The school is mercury-free, in compliance with MCL 380.2374b.
2 The school is not yet mercury-free.
3 MCL 3808.1274b does not apply to this facility.

✗ **Field 45: Mercury Levels**
Indicate the Mercury Levels.
○ The school is mercury-free, in compliance with MCL380.1274b.
○ The school is not yet mercury-free.
○ MCL380.1274b does not apply to this facility.

# Section Five: Reports – School/Facility <u>and District Level</u>

NEW

<u>The SID Application has two types of reports available for district use:  School/Facility Report and District Submission Summary Report.  The school/facility reports provide a summary of the data submitted by the district for each school/facility in the district.  The Distict Submisson Summary Report provides a district summary of data submitted for all of a district's schools/facilities.  The district-level report includes summary data for fields 4A through 45.  Districts are encouraged to print a copy of all of the available reports when the district's submission is complete.</u>

### School/Facility Reports

At any time during the SID submission, a summary report is available that provides documentation of your submission.  Click on the 📄 icon next to the school/facility name on the Welcome Screen to view the summary report for that school/facility.  **Print a copy of this report for your records**.  Each school/facility in your district has a separate report.

The following page illustrates the school/facility report.  The summary report includes each field reported, followed by the data submitted for that field.  The green check mark indicates that the field submission is complete; the red "x" indicates that the field submission is not yet complete



**Happy School**
Operating ISD/ESA Number:          03
Operating District Number:          03123
School Number:                          00000

| | |
|---|---|
| ✔ Hostage | 1 |
| ✔ Weapons on School Property | 1 |
| ✔ Homicide | 1 |
| ✔ Drive-By Shooting | 1 |
| ✔ Bomb Threat | 1 |
| ✔ Explosion | 1 |
| ✔ Arson | 1 |
| ✔ Robbery or Extortion | 1 |
| ✔ Unauthorized Removal of Student | 1 |
| ✔ Threat/Attempt of Suicide | 1 |
| ✔ Suicide | 1 |
| ✔ Larceny (Theft) | 1 |
| ✔ Illegal Drug Use or Overdose | 1 |
| ✔ Minor In Possession of Alcoholic Liquor | 1 |
| ✔ Minor In Possession of Tobacco Products | 1 |
| ✔ Bus Incident or Accident | 1 |
| **Title I - Schoolwide Program (SWP)** | |
| **Dual Enrollment** | |
| ✔ Tuition and Fees | 1600 |
| ✔ 11th-Grade Eligible | 10 |
| ✔ 11th-Grade Participants | 10 |
| ✔ 12th-Grade Eligible | 12 |
| ✔ 12th-Grade Participants | 12 |
| ✔ Postsecondary Courses Paid | 12 |
| ✔ Postsecondary Courses - Postsecondary Credit | 12 |
| ✔ Postsecondary Courses - High School Credit | 12 |
| ✔ Courses Not Completed | 0 |
| **Additional Data Requirements** | |
| ✔ Students Who Are Victims of Violent Criminal Offenses | 0 |

## District Submission Summary Report

At any time during the submission, a district may review a district summary report of all the data submitted for all schools/facilities within the district. Access to the report is available on the SID Main Menu. Click on the link as illustrated below to open the report:

**Report sample**:

| District Submission Summary Report | |
| --- | --- |
| **Detroit City School District (82010)** | |
| Field | Total |
| Field 4A School Displnary Problems - Bullying | 0 |
| Field 4B School Displnary Problems - Truancy | 0 |
| Field 4C School Displnary Problems - Disciplinary Referrals | 0 |
| Field 5 Physical Assaults | 0 |
| Field 6 Gang-Related Activity | 0 |
| Field 7 Illegal Possession | 0 |
| Field 8 Trespassers or Intruders | 0 |
| Field 9 Vandalism | 0 |
| Field 10 Cost of Property Damage | 0 |
| Field 11 Criminal Sexual Conduct | 0 |
| Field 12 Hostage | 0 |
| Field 15 Weapons on School Property | 0 |
| Field 16 Homicide | 0 |
| Field 17 Drive-by Shooting | 0 |
| Field 18 Bomb Threat | 0 |
| Field 19 Explosion | 0 |
| Field 20 Arson | 0 |
| Field 21 Robbery or Extorting | 0 |
| Field 22 Unauthorized Removal of Student | 0 |
| Field 23 Threat/Attempt of Suicide | 0 |
| Field 24 Suicide | 0 |
| Field 25 Larceny (Theft) | 0 |
| Field 26 Illegal Drug Use or Overdose | 0 |
| Field 27 Minor in Possession of Alcoholic Liquor | 0 |
| Field 28 Minor in Possession of Tobacco Products | 0 |
| Field 29 Bus Incident or Accident | 0 |
| Field 32 Migrant Program | 0 |
| Field 33 Migrant Project Types | 0 |
| Field 34 Tuition and Fees | 0 |
| Field 35 11th Grade Eligible | 0 |
| Field 36 11th Grade Participants | 0 |
| Field 37 12th Grade Eligible | 0 |
| Field 38 12th Grade Participants | 0 |
| Field 39 Postsecondary Courses Paid | 0 |
| Field 40 Postsecondary Courses-Postsecondary Credit | 0 |
| Field 41 Postsecondary Courses-High School Credit | 0 |
| Field 42 Courses Not Completed | 0 |
| Field 43 Alternative Services for Suspended and Expelled Students | 0 |
| Field 44 Students Who are Victims of Violent Criminal Offenses | 0 |
| Field 45 Mercury Levels | 0 |

To print a copy of the report, click on the printer icon at the top of the page:
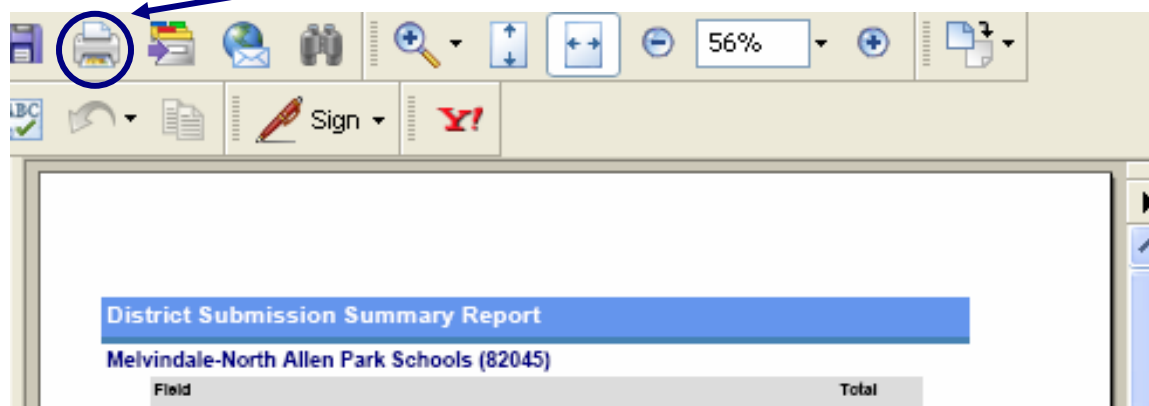
# Section Six: Bulk Upload

Beginning with the EOY 2007 SID Submission, districts have two choices for data submission:
1. Online Application
2. Bulk Upload Application

Districts may either submit data online by school/facility or via the bulk upload process. If a district submits the SID data via the online application, it is not necessary to submit a bulk upload file.

**Bulk Submission/Update SID Data**

For instructions on the creation of a SID upload file, please read the Addendum, Bulk Upload, EOY 2007 and the 2007 SID Record Layout at www.michigan.gov/cepi. Click on "MEIS Data Services" and then click on the "School Infrastructure Database." The documents are located under the heading SID Data Manual.

The link to the Bulk Upload Application is located on the SID Main Menu as illustrated below:

The following screen will appear when you click on the "SID Bulk Submission" link:



The bulk submission file must be formatted as described in the EOY 2007 SID Record Layout and the Addendum, Bulk Upload, EOY 2007. When the file is ready to be uploaded to CEPI, the district may do so through the SID Application Bulk Upload link as illustrated above. All files submitted as a bulk upload must end with **.csv**. Files submitted with any other extension will be rejected and not processed. When submitting a file, be sure to enter your complete e-mail address and the path and file name to

upload. Use the Browse button to locate your file on your computer. Click on [Upload File]. After the submitting the file, please wait while your file is processed.

## Bulk Submission File Upload Results

After the file has been submitted via the SID Bulk Upload Application, a File Upload Results report will appear on your screen. If the report does not contain any error messages, all records in the file were processed correctly. If errors are found in the upload file, correct the errors in your file and upload the file again. (After your submission is complete, be sure to print a report of your data submission. See Section 5: Reports, for further information.)

Sample of error messages: